



State of California • Arnold Schwarzenegger, Governor
State and Consumer Services Agency

DEPARTMENT OF GENERAL SERVICES
Procurement Division

MASTER RENTAL AGREEMENT (MRA) NCB
User Instructions

CONTRACTOR:	Avenir Technologies, Inc. d.b.a Visara International
CONTRACT NUMBER:	MRA NCB 06-70-00-01
CONTRACT TERM:	April 1, 2006 through March 31, 2010
SERVICE:	Rental and Maintenance
DISTRIBUTION CODE:	All Contracting Offices; Local Agency List, MSA Contractor, PD Central Records <small>NOTE: Electronic version of all documents associated with this MSA can be found on the DGS/PD Internet web page: www.dgs.ca.gov/pd</small>
USER INSTRUCTIONS ISSUE DATE AND EFFECTIVE DATE:	

Any questions regarding this MRA shall be directed to the contract administrator:

Department of General Services
Procurement Division, Multiple Award Program
Steve Lower, Contract Administrator
707 Third Street, 2ND Floor, West Sacramento, CA 95605
PHONE (916) 375-4539 FAX (916) 375-4663
E-mail: steve.lower@dgs.ca.gov

Skip Ellsworth, Manager, Multiple Award Program

SECTION I

INTRODUCTION AND GENERAL INFORMATION

Procedures found in these User Instructions, the DGS/PD Purchasing Authority Manual (PAM), the DGS/OLS State Contracting Manual (SCM), and the ordering agency's internal contract procedures must be followed.

This Master Rental Agreement (MRA) provides necessary services to the State in order to lease mainframe computer terminals and peripheral equipment, including local printers to the State's customers. This MRA is also available as a source of maintenance for equipment leased or owned by the State. This equipment is utilized to access mainframe applications including the State human resources and payroll database information available via the SCO and SPB. This equipment (3270 MTX) is older technology and not available from another contractor. Equipment type covered by the MRA includes controllers, multiplexers, monitors (with logic boards), and mainframe printers. This MRA is available for rental and maintenance only. Purchasing is not available under this MRA.

State Contact Information: Steve Lower, Staff EDP Acquisition Specialist Department of General Services, Procurement 707 3 rd Street 2 nd Floor, South West Sacramento, CA 95605 Phone: (916) 375-4539 Fax: (916) 375-4663 Steve.lower@dgs.ca.gov	Contractor Contact Information: Roxanne Delano Balfour, Account Manager Visara International 3400 Cottage Way, Suite O Sacramento, CA 95825 Phone: (916) 974-3202 Fax: (916) 974-1807 FEIN# 06-1619585 balfour@Visara.com
Payments Contact Information: Susan Thompson TCS – California, L.P. 3165 East Millrock Drive Suite 400 Salt Lake City, Utah 84121 Phone: 801-566-2600 X117 Fax: 801-365-6263 FEIN# 20-0943332 susan@tetracsi.com	Remit Payments To: Payments on any lease order are to be remitted to: TCS – California, L.P. 3165 East Millrock Drive Suite 400 Salt Lake City, Utah 84121

TERM OF MRA

The term of this agreement is April 1, 2006 through March 31, 2010. Ordering agencies may NOT execute contracts/orders after this date.

PRICING

Price schedules for this MRA are located at <http://www.pd.dgs.ca.gov/masters/MRA-visara.htm>

SECTION II

ORDERING PROCEDURES FOR STATE AGENCIES

AUTHORITY

Departments/agencies must have approved purchasing authority for Master Agreement Orders. Refer to Chapter 1 of the Purchasing Authority Manual (PAM) for more information regarding purchasing authority.

INVOICES

Invoices shall be submitted as specified on the State GSOP 191-2 form (available on the MRA website) as submitted to the Contractor. The Contractor shall render invoices for total monthly maintenance charges in the month following the month for which the charges accrue.

ORDER LIMITS/DOLLAR THRESHOLD

Maximum order limit is \$500,000. State departments must follow the Management Memo (MM) guidelines pursuant to this contract. Transactions with an estimated value in excess of \$500,000.00 must have DGS/PD approval prior to eliciting offers. Departments requesting an exemption to the MA dollar threshold limits must complete a "Leveraged Procurement Agreement Exemption Request to \$500,000 limit" (LPAER) form and forward it to the DGS/PD.

TRANSACTIONS OVER \$250,000.00 NCA REQUIRED

All executed MA documents under this agreement valued over \$250,000.00 must be reported to DGS within 5 working days of award using the NCA. A copy of the NCA is retained in the procurement file.

Approval by the department's Agency Secretary and Department Director or immediate next ranking official is required. Approval must be included on the order; the location on the order for the signatures is up to each individual ordering entity.

Copies of all completed and submitted NCA documents must be included in the procurement file.

AMENDMENTS

As noted previously in this section, dollar thresholds must be adhered to at all times and amendments to add money must take these thresholds into consideration. Amendments must be executed in accordance with the SCM.

REPORTING REQUIREMENTS

Ordering agencies shall provide the Department of General Services (DGS) - Procurement Division (PD), Contract Administrator, a copy of the executed State GSOP 191-2 form.

DGS ADMINISTRATIVE FEE

The Department of General Services (DGS) will bill each state agency directly an administrative fee for use of this contract. The administrative fee should NOT be included in the order total, nor remitted before an invoice is received from the DGS.

See DGS Price Book at www.dgs.ca.gov/publications (click on DGS Price Book) for current fees.

SECTION III

GSOP 191-2 MASTER AGREEMENT ORDER (Lease Order Form)

The GSOP 191-2 (Lease Order Form) can be downloaded at:
<http://www.pd.dgs.ca.gov/masters/MRA-visara.htm>

1. Agency Billing Code

THIS FIELD IS MANDATORY. Place the five digit Agency Billing Code as assigned by the Department of General Service in this field. There is to be only one billing code per order.

2. MRA Contract Number and Page Number

Enter the appropriate MRA number and total number of pages for each order.

3. SHIP TO

Enter the Ship To address of the requesting agency, including the room number, if any. Enter the name and telephone number of the person who will be responsible for accepting the order.

4. BILL TO

Enter the address where invoices will be sent. Enter the name **and** telephone number of the section that will be handling the invoice payment in your agency.

5. DATE

Enter the date the order will be mailed.

6. AGENCY ORDER NUMBER

Enter **your** agency's assigned purchase order number.

7. AMENDMENT NO.

If this is an amendment to an order, enter the number of the amendment; otherwise leave blank.

8. TO FIRM ADDRESS

Enter the contractor's name and address.

9. DATE WANTED

Enter the requested installation date.

10. FACILITIES READINESS DATE

Enter the date the facility will be ready for the new equipment.

11. INSTALLATION/RECONNECTION DATE

FOR RELOCATIONS ONLY, enter the actual installation date or last reconnection date.

12. VENDOR NUMBER (VIN)

Enter the Contractor's Vendor Identification Number from above under Contractor Contacts.

SECTION III

GSOP 191-2 MASTER AGREEMENT ORDER (Lease Order Form)

13. FEDERAL EMPLOYEE IDENTIFICATION NUMBER (FEIN)

Enter the Contractor's FEIN number from above under Contractor Contacts. If payment is to be remitted to another firm, use that firm's FEIN number.

14. ORDER TYPE (Rental, Maintenance, Co-terminous, etc.)

Enter the correct Order Type.

15. INDIVIDUAL TERMINAL SYSTEM CLUSTER I.D. NUMBER (ITSC)

Enter the Individual Terminal System Cluster to which this equipment will be attached. If not known leave blank.

16. CONTRACT PERIOD FROM - TO

Enter the Contract From and To dates, the lease term dates.

17. QTY.

Enter the quantity for each item.

18. MODEL NUMBER

Enter the model number from the Manufacturer's Suggested Retail Price list.

19. DESCRIPTION

Enter the description from the Manufacturer's Suggested Retail Price list.

20. PER UNIT \$ & MAINTENANCE \$

Enter the DISCOUNTED price and maintenance cost from the respective Manufacturer's Suggested Retail Price lists for both the equipment and the maintenance.

21. MONTHLY RENT

The monthly rental amount is calculated by multiplying the lease rate factor, from the Contractor Cost Tables below, to the discounted per unit \$ and maintenance \$ total.

22. MONTHLY EXTENSION

Enter the quantity (Qty, item 17) times the rental amount (Monthly Rent, item 21).

23. SUBTOTAL

Enter the sum of the Monthly Extension column.

24. DURATION IN MONTHS AND DAYS

Enter the duration of the order in months and days.

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GSOP 191-2 MASTER AGREEMENT ORDER (Lease Order Form)

25. TAXABLE TOTAL

Enter the total of any taxable portion of the order. This can be a portion of one-time charges and Total Rental Charges.

26. TAX %

Enter the Sales Tax rate at the "Ship To:" site.

27. TAX

Enter the Taxable Total (item 27) times the tax rate.

28. NON-TAXABLE AMOUNT

Enter the total of one-time non-taxable charges.

29. MAINTENANCE (IF NOT INCLUDED)

Enter the maintenance charges that are not included in the rental charges.

30. GRAND TOTAL \$

Enter the total of Items 27, 28, 29 and 31.

31. AMENDMENT AMOUNT

If this is an amendment to the order, enter the dollar amount of the changes created by this amendment.

32. OLD TOTAL

If this is an amendment to the order, enter the order total as of its latest revision.

33. FISCAL INFORMATION

Enter fiscal information as appropriate.

34. SIGNATURES

Obtain an original signature of the person with the proper signature authority within your department or agency to sign this order.